

# CITY OF BEAVERTON

## Sustainability Manager

### General Summary

Manage sustainability initiatives and programs for City operations and the community. Design, plan, organize, implement, promote and oversee sustainability strategies, goals and programs. Responsible for managing the operations of the Beaverton Central Plant.

### Key Distinguishing Duties

Overall responsibility for managing programs and staff of the section. Overall responsibility to develop and administer a wide array of comprehensive sustainability programs.

### Essential Functions

*Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.*

1. Develop and implement sustainability programs and initiatives for the City and for the community. Develop sustainability recommendations and proposals for incorporation into the City's Comprehensive Plan. Promote Beaverton with regard to sustainability and sustainable practices.
2. Analyze City business operations to identify, develop and recommend sustainability practices and initiatives. Implement and oversee adopted sustainability practices in City operations; provide guidance and consultation to City departments and divisions on sustainability issues affecting business processes; provide information and education on sustainability methods. Work with departments to ensure standards are being met.
3. Administer and monitor City initiatives that support regional or state sustainability mandates and goals. Research and identify potential grant sources or funding opportunities. Develop and submit grant proposals; administer and monitor grant funded programs for compliance; ensure grant reporting requirements are met.
4. Design and develop outreach, education, marketing and communication materials and strategies for implementing standards to increase sustainability goals in the City. Work with community groups to provide sustainability education and support. Provide leadership and guidance to internal sustainability committee(s).
5. Manage the City's Central Plant heating and cooling utility. Administer plant's service contract; ensure provisions of service contract are met. Develop and administer budget for plant's operation. Forecast equipment, supplies, and staffing needs of the plant. Evaluate plant's financial performance and make recommendations for capital investment.

6. Develop long-range service plans for the plant in coordination with customers, prospects and city staff. Oversee the plant's receivables and collectables on a monthly basis. Recommend billing rates and resolve customer issues; develop marketing plans and objectives.
7. Supervise staff assigned to the sustainability unit. Plan, assign, monitor, review and evaluate staff. Conduct employee performance discussions and feedback. Respond to employee grievances and conduct disciplinary processes according to the collective bargaining agreement and City policy. Supervise contractors assigned to the Central Plant.
8. Develop requests for proposals (RFPs) for City sustainability projects; participate in the selection of contractors and consultants; manage contractor and consultant services; make sure contract standards are met; prepare project budget estimates.
9. Stay informed and current on proposed and approved legislation affecting sustainability. Research and stay informed on the latest developments in sustainability practices, methods, and technology.
10. Maintain manual and computer files, records and other information systems related to program functions. Establish and maintain databases, project tracking systems and other technical information systems required for studies, projects and programs.
11. Participate in department/division/section operational processes including procedure development and implementation.
12. Provide excellent internal and external customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution. Focus on producing high quality results.
13. Produce an acceptable quantity and quality of work that is completed within established timelines.
14. Represent the City to the public in operational functions as required. Advance and protect the interests of the City and its citizens in all matters.
15. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
16. Participate in the City Emergency Management program including classes, training sessions and emergency events.
17. Follow standards as outlined in the Employee Handbook.
18. Support and respect diversity in the workplace.

### **Other Functions**

1. Serve on or provide support to a variety of committees, task forces and advisory groups as necessary.

2. Perform related duties of a similar scope and nature.

### **Knowledge Required**

- ◆ Advanced knowledge of principles, practices and methods related to energy efficiency, renewable energy, conservation and sustainability.
- ◆ Advanced knowledge of the laws and regulations governing energy conservation and sustainability programs.
- ◆ Advanced knowledge of principles and practices of project management.
- ◆ Advanced knowledge of strategic planning methods with an emphasis on sustainability programs.
- ◆ Advanced knowledge of practices and principles of public/business administration practices and decision-making.
- ◆ Working knowledge of the systems, processes and operations of a public utility.
- ◆ Working knowledge of principles and practices of employee supervision and coaching.
- ◆ Working knowledge of public purchasing and contracting laws and regulations.
- ◆ Working knowledge of basic arithmetic and mathematics principles.
- ◆ Working knowledge of English grammar, spelling and usage.

### **Skills/Abilities Required**

- ◆ Advanced skill in modeling, monitoring and evaluating various conservation and renewable energy technologies.
- ◆ Advanced skill in conceptual analysis and policy/program development and implementation.
- ◆ Advanced ability to participate effectively on a team focused on producing high quality results.
- ◆ Advanced ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Advanced ability to demonstrate leadership behavior to employees, contractors, other agencies, public officials and the general public.
- ◆ Advanced ability to facilitate group processes, build consensus and resolve conflicts.
- ◆ Advanced ability to apply excellent internal and external customer service skills.
- ◆ Advanced ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.
- ◆ Strong ability to understand technical specifications of complex energy systems.
- ◆ Strong ability to make presentations that include technical information.
- ◆ Strong ability to use word processing, database applications, spreadsheet and/or other application software as required for position.

### **Minimum Qualifications Required for Entry**

Master's degree in sustainability, energy or resource management, environmental studies or a related field and four years' experience in project management and program development of comprehensive sustainability initiatives and programs, including analysis of financial and operational data, analysis of technical data for electrical and energy systems, managing central heating and cooling systems as well as solar, EV and related capital investments, and interpreting sustainability legislation; or

A Bachelor's degree in sustainability, energy or resource management, environmental studies or a related field and seven years' experience in project management and program development of comprehensive sustainability initiatives and programs, including analysis of financial and operational data, analysis of technical data for electrical and energy systems, managing central heating and cooling systems as well as solar, EV and related capital investments, and interpreting sustainability legislation; or

An equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

### **Licensing/Special Requirements**

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.

### **Working Conditions**

Regular focus on a computer screen; daily use of a keyboard or similar device; occasional standing for prolonged periods; occasional dealing with distraught or difficult individuals; frequent travel to local off-site locations; frequent operation of a motor vehicle on public roads; occasional attendance at meetings or activities outside of normal working hours.

### **Classification History**

Classification created: 1/1/12

Status: M2

FLSA: Exempt

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Department Head Signature

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Human Resources Signature

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Date

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Date